	# KENOSHA POLICE DEPARTMENT
	## POLICY AND PROCEDURE
	35.1 Employee Performance Evaluations

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Evaluation reports shall be made annually and shall be submitted by March 15 of each year for all non-supervisory officers. Evaluation reports shall be made annually and shall be submitted by November 15 of each year for all supervisory officers. The authorized Kenosha Police Department Evaluation form will be used when conducting the evaluation.

The following procedure shall be followed with reference to the making of the evaluations:

I. Assistant Chiefs of Operations and Administration will evaluate all Captains of the Kenosha Police Department. .

II. Captains are to evaluate the Lieutenants under their command and forward the reports to the Assistant Chief of Operations who will forward the reports to the Chief of Police.

III. Captains/Lieutenants will evaluate all sergeants under their immediate supervision and forward the reports to the Assistant Chief of Operations who will forward the reports to the Chief of Police.

IV. Sergeants and Lieutenants are to evaluate all officers under their immediate supervision and are to forward the report to their Shift Commander or Division Commanding Officer, who will forward the report to the Assistant Chief of Operations. The Assistant Chief of Operations will forward the reports to the Chief of Police.

V. All evaluators will review and discuss the evaluation with the members they evaluate. All members of the department will sign and date the evaluation when the review and discussion are held.

VI. Recruits will be evaluated by the Commanding Officer and Shift Commander at the end of each month until they have completed their probationary period using the Probationary Officer Status report.

VII. Officers who have been promoted will be evaluated monthly during the one year probationary period using the Kenosha Police Department Promotional Rating System Form.